



Alaska National Guard  
Title 10  
Position Announcement #  
**AKARNG 19-BAO**

<https://dmva.alaska.gov/employment/>

<b>POSITION TITLE:</b> Bilateral Affairs Officer	<b>AFSC or MOS</b> 01A	<b>OPEN DATE:</b> 5 AUG 2019	<b>CLOSE DATE:</b> 9 SEP 2019
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> U.S. Embassy, Ulaanbaatar Mongolia			<b>GRADE REQUIREMENT:</b> <b>Min: O3</b> <b>Max: O5</b>
<b>SELECTING SUPERVISOR:</b> BG Knowles	<b>Paragraph/Line#</b> 8AUAA, 998D/01		

**AREAS OF CONSIDERATION**

Zone 1: AK ARNG O4  
Zone 2: AK ARNG O5 with 2 years or less time in grade(TIG) by the closing date of announcement(pending final NGB approval if selected)  
Zone 3: AK ARNG O3 must be DA select to MAJ or immediately promotable to MAJ through UVP(per the Career Management Board)

**MAJOR DUTIES MAY INCLUDE**

The Bilateral Affairs Officer (BAO) serves in a joint position as the Office of Defense Cooperation (ODC) Chief at U.S. Embassy Ulaanbaatar, Mongolia. As the ODC Chief, leads the USPACOM security cooperation and humanitarian assistance programs with Mongolia. Establishes and executes a Country Security Cooperation Plan (CSCP) to further U.S. foreign policy and national security goals. Engages with high-ranking government officials to shape Mongolian military capabilities, build partner capacity and influence plans and policies to support U.S. objectives. Advises the U.S. Ambassador, DOD, and Department of State (DoS) on defense cooperation issues and Security Assistance involving Foreign Military Sales, Foreign Military Finance, International Military Education and Training, Overseas Humanitarian Assistance, and special Building Partner Capacity T-10 funding. Manages all DOD and DoS security cooperation programs valued in excess of \$10M. As the BAO, coordinates and oversees all aspects of the State Partnership Program (SPP) between Alaska and Mongolia. Supervises one GS-13 civilian and four locally employed staff.

The duties of the Bilateral Affairs Office encompass the core of the planning, coordination of schedules, execution of Traveling Contact Teams, Familiarization Visits and Special State Partnership Program Events. Duties include:

- Responsibility for the safe, effective and lawful conduct of all State Partnership Program events.
- Supervision of all US military and civilian personnel performing duties in the Host Nation (HN) under the auspices of State Partnership Program.
- Maintaining a schedule of planned events by Quarter.
- Maintaining an event file on each scheduled State Partnership Program event including the event checklist.
- Coordinating with Points of Contact assigned to receive HN personnel for Familiarization Visits.
- Acting as main Point of Contact with State Partner for the State Partnership Program.
- Managing events to insure continuing response to HN requirements.
- Ensuring follow-up actions are completed upon the conclusion of each event: After Action Reports, update the Historical File, close out of the active event file and develop follow-on events.
- Maintaining communication with the Long-Range Planner, Regional Program Manager and component desk officers of USINDOPACOM
- Coordinating HN employee activities.
- Coordinating the activities of the HN Liaison Officer.
- Coordinating logistics requirements for all State Partnership Program events.
- Coordinating procurement of Visas for HN nationals with required embassies for conduct of State Partnership Program business, if required.
- Coordinating In-Country Planning Conference with the Long-Range Planner and Office of Defense Coordinator.
- Maintaining communication and coordination with the State Partnership Program State.

**INITIAL ELIGIBILITY CRITERIA**

Minimum Qualification:

- Must be a current member of the AKARNG
- DA Select CPT, MAJ or LTC with less than 2 year TIG. If applicant is a CPT, then applicant must be DA select to MAJ or immediately promotable to MAJ through UVP (per the CMB).
- Must have a current Secret security clearance
- Bachelors degree is required
- A dynamic personality and high level of mental agility, capable of abstract thought and problem solving with minimal guidance, oversight, or assistance.
- A full understanding that this position is a joint billet. The BAO position is dual hatted as the Office of Defense Cooperation Chief, and will require ongoing mission planning/coordination with representatives from all service components. The BAO will routinely engage with personnel ranging from United States Government elected officials and SES Personnel, Service Secretaries, and DOD Joint Chiefs of Staff.
- Meet OCONUS standards for tour.
- Must have current Secret clearance with the ability to obtain Top Secret clearance
- Family members must pass the eligible family member medical screening process to gain a command sponsorship.
- Strong verbal/written communication and interpersonal skills.
- Must meet Army physical fitness, height, and weight standards.
- Meet eligibility and retention requirements to assume this Title 10, AGR, OTOT.
- A full understanding that this T10, AGR, OTOT and is not considered initial entry into the T10 AGR Program.
- Per the ARNG Title 10 National Guard Active Guard Reserve Life Cycle Management Strategy and Plan, Annex A, Tab 4, A Soldier must not be able to reach 18 years of active service as a result of the OTOT order unless a waiver has been approved IAW policy or regulation.
- Per the ARNG Title 10 National Guard Active Guard Reserve Life Cycle Management Strategy and Plan, Annex A, Tab 4, OTOT Soldiers will not compete for promotion of schools within the T10 AGR program.
- Applicants will be required to pass a suitability screening including a background check.

**PREFERRED QUALIFICATIONS**

- Experience working in support of the State Partnership Program or with foreign military in an advisory or training capacity.
- Served as commander of a Company level or above, and staff officer at the BN, and Brigade.
- Military or civilian experience working in a foreign country.
- Civilian degrees in International Affairs, World History, Languages, Political Science, Foreign Policy studies, International Economics, Sociology or similar studies. Masters degree is preferred.
- Proficiency in a foreign language or a willingness and aptitude to develop language skills in Mongolian language during the BAO tour.
- Completion of ILE/CGSOC (Commensurate with grade).
- Military deployment/Combat experience
- TS-SCI Clearance
- Joint experience
- Budget experience or Government Financial knowledge

## SPECIAL ANNOUNCEMENT CRITERIA

Bilateral Affairs Officers are required to attend the Security Cooperation Management - Overseas Course at the Defense Institute of Security Assistance Management School located in Wright-Patterson AFB, Ohio. The Security Cooperation Management - Overseas Course is a four-week course that provides a functional knowledge of: security cooperation, security assistance policies, procedures for; US personnel with assignments to overseas Security Cooperation Organizations, Defense Attache Offices, COCOM's and their component elements. As an integral part of their studies students are acquainted with: current issues in US foreign policy and international affairs, United States Government business management practices in Foreign Military Sales and a full spectrum of security cooperation programs.

### INSTRUCTIONS FOR APPLICANTS

- a. Must be able to serve the complete 24 month tour.
- b. Must not be under a current suspension of favorable personnel actions
- c. Must not be a candidate for an elective office, hold a civil office, or are engaged in partisan political activities
- d. Applicants not currently serving on an AGR tour must be able to serve at least 3 years in the AGR program prior to completing 18 years Active Federal Service (AFS) (any combination of Active Duty, Active Duty Special Work, Annual Training, and/or AGR program for a total of 18 years), or the date of mandatory removal.
- e. Individuals who voluntarily resign from the AGR program in lieu of mandatory or involuntary separation action are not eligible to reenter the program without an NGB waiver
- f. Applicants who voluntarily separated/resign from the AGR program for one or more days are not eligible to reenter the program for one year from date of separation.
- g. Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities
- h. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program without an approved waiver (if applicable)

### APPLICATION PROCEDURES

Packet must be in the following order and submitted to the AKARNG G1:

1. Resume (Please include personal and military email)
2. NGB Form 34-1 dated Nov 2013 (Application for AGR Position) link: <http://dmva.alaska.gov/employment.htm>
3. Last five Officer Evaluation Report (OER) if applicable
4. Certified copy of Officer Record Brief (ORB)
5. DA photograph in military uniform (taken within the last 24 months)
6. Individual Medical Readiness (IMR) Report from MEDPROS with last Physical Health Assessment (PHA) within 12 months. \*It is important that you print the report, not the webpage screen.)
7. Statement of all active service performed. The following documents are acceptable : NGB 23B, AHRC 249-E, DD 220, DD 214 and any accompanying DD215 as applicable.
8. DD 369 Police Record Check; POC: Phone (907) 384-2204, JBER Police Station Bldg 656, Rm . 34.
9. BN/BDE/G1 Security Manager Verification of Security Clearance Memorandum.
10. Copy of DA Form 705 (APFT) for the last 3 years. Submit memo to President of the Board explaining why you do not have three years of APFT records (if applicable).
11. Personnel Qualification Record (PQR).
12. Retirement Points History Statement (RPAS).

#### EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into ONE single PDF File Name should be: Position Announcement Number, Last name, First name, Grade Example: AKARNG 19-BAO Doe, Jane O4 Email Subject should be: Position Announcement Number Example: AKARNG 19-BAO Email Application Package to [john.s.bittle.mil@mail.mil](mailto:john.s.bittle.mil@mail.mil)

#### QUESTIONS:

To verify receipt of application, you may call +1 (907) 428-6435

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board. Selecting supervisor will contact qualified applicants for interviews.

#### THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.